

City of Lowell
Job Description
Please Post: March 11, 2016
Deadline: March 25, 2016
Health & Human Services Department
Outreach Health Educator (PFS-2015)

Job Title: Outreach Health Educator (1100-DH08, 2258)
Department: Health & Human Services
Reports To: Director of Health & Human Services, Public Health Nurse Manager, and Deputy Director of Finance
Salary: \$41,249.02 (min) to \$44,361.89 (max) annually – Grant Funded (Partnership for Success – 2015)
Hours: 35 hours per week; Monday-Friday; occasional evenings and weekends may be required.

SUMMARY

Serves as a liaison between the Lowell Health Department and the community (including the Lowell School Department, substance abuse agencies, prescribers, community organizations, businesses and the general public) to build strong working relationships. The Outreach Health Educator (PFS-2015) will provide educational awareness regarding prescription drug misuse and abuse among high school aged youth.

The Outreach Health Educator (PFS-2015) will use The Bureau of Substance Abuse Services (BSAS) guidance document, specifically the Strategic Prevention Framework (SPF), to create and implement action plan that will be specifically designed to prevent / reduce prescription drug misuse and abuse among high school-aged youth.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Consults with the Public Health Nurse Manager, and Director of Health & Human Services to establish, review and revise policies, procedures and specific programs and grants for evidence-based environmental strategies that can be sustained through local policy, practice, and systems changes to reduce prescription drug misuse and abuse in the targeted age group; high school-aged youth.
- Works with Public Health Nurse Manager and other employees to develop a local comprehensive strategic prevention plan that meets the requirements of the PFS 2015 funding announcement.
- Build prevention and implementation capacity for prescription drug misuse and abuse prevention education among targeted high school aged youth, family members, coaches, and prescribers.
- Select and implement evidence-based environmental strategies and interventions that can be sustained through local policy, practice, and systems changes that best address prescription drug misuse and abuse among the target population.
- Participate in and comply with the requirements of a national cross-site evaluation that will be coordinated by Social Science Research and Evaluation, Inc.

- Upon submission of the comprehensive Strategic Plan, the Outreach Health Educator (PFS-2015) will begin full implementation of the Prevention Plan that can be sustained through local policy, practice, and/or a system change to address prescription drug misuse and abuse among high school-aged youth.
- Collect bi-annual high school student survey data.
- Complies with CLI-R data reporting requirements every six months, in addition to the completion of mandated DPH-BSAS narrative reports.
- Develops and implements PowerPoint educational presentations, brochures, flyers, and any other age and language appropriate educational materials (which may include radio, local cable TV shows and PSAs) that will be used to provide education in the community.
- Identifies and establishes contacts in the community, builds and strengthens working relationships to further promote programs of the department and meet Grant objectives when applicable,
- Provide regular written reports, creates and utilizes databases to track outreach activities to keep supervisor as well as community members and municipal and state organizations aware of ongoing activities in the community.
- Assumes responsibility for continuing professional education and attending education programs including seminars, conferences and staff meetings to stay current on public health updates and changes.

SUPERVISORY RESPONSIBILITIES

None

WORK SCHEDULE

It may be required that the successful candidate work occasional evenings, or Saturdays. Compensation will be commensurate with the Union Contract.

QUALIFICATIONS

To perform this job successfully, an individual must be able to carry out each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Bilingual/bicultural candidates are encouraged to apply.

EDUCATION and/or EXPERIENCE

Bachelor's Degree in Health Education preferred. Associate's degree or equivalent in human services, health education, nursing, or related field with of two (2) years of experience in inpatient/outpatient substance recovery programs. Experience working with community groups and diverse populations preferred.

Demonstrated experience working in multi-cultural settings required. Prior experience in substance abuse prevention, intervention or treatment and community education. Knowledge of community health care resources for guidance and resource preferred. Certified Prevention Specialist (CPS) desired/preferred. CPS certification must be obtained within two (2) years of hire. The Outreach Health Educator-must attend a Substance Abuse Prevention skills Training. Experience in Outlook, Microsoft Word, Excel, Publisher, and PowerPoint.

LANGUAGE SKILLS

Ability to read, analyze, and interpret governmental regulations, professional journals, and policy and procedures. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from regulatory agencies, municipal offices, community agencies and the general public. Ability to speak effectively and confidently before groups of people, community agencies, and the general public. Ability to build relationships and strengthen working relationships.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to work closely with people. Cognitive ability to observe, analyze and interpret data appropriate to program development responsibilities.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and climb or balance. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee must be able to lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to high, precarious places and outside weather conditions. The employee is occasionally exposed to moving mechanical parts and risk of electrical shock. The noise level in the work environment is usually moderate.

The City of Lowell is a smoke and drug free employer and requires physical with drug screen and CORI, post offer.

Qualified individuals send application/resume with cover letter to the Human Relations Office, Mary Callery, HR Director Room 19 - City Hall, Lowell, MA 01852 by 4:00 PM: Deadline ~ March, 25, 2016. Applicants may also send application/resume with cover letter to fax# 978-446-7102 or email to cityjobs@lowellma.gov.

EOE/AA/504 Employer